

THE TOWN OF GRANBY CONNECTICUT INVITES CANDIDATES TO APPLY FOR:



DIRECTOR OF PUBLIC WORKS



*Town of Granby Municipal
Complex-Town Hall, Library,
Police, Senior /Youth Center, BOE*

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About Granby

The Town of Granby was incorporated in 1786 from Simsbury and covers 40.7 square miles on Connecticut's north central border with Massachusetts. Primarily a rural residential community, Granby is home for many white collar and professional workers in Greater Hartford's financial and insurance corporate headquarters and industries. Located 13.6 miles north of Hartford, the town is bordered on the east by the towns of Suffield and East Granby, on the south by Simsbury and Canton, and to the west by the towns of Barkhamsted and Hartland. Granby's estimated population: 11,000.

Form of Government

Granby is governed by a Charter, last revised in November of 2012, and operates under a Selectmen (Council)/Manager form of government established in 1960. A five member Board of Selectmen serves as the Town's legislative body and an appointed Town Manager serves as the Town's Chief Executive. The Town Manager is directly responsible to the Board of Selectmen for planning, organizing and directing the activities of all municipal departments and agencies under the Town

Manager's jurisdiction.

The Town Manager appoints municipal employees including the Director of Public Works, prepares and administers Town Budgets and the financing of all Town Operating and Capital Improvement Funds, recommends to the Board of Selectmen such measures or actions which appear necessary or desirable, recommends municipal ordinances and regulations and implements policies established by the Selectman.

Public Works Department

The Department of Public Works provides maintenance and construction services for the town's roads and bridges, facilities and grounds. The department oversees waste removal, sanitary sewer delivery systems and transfer station operations. Provides in-house maintenance and repair of town owned equipment, vehicles and tools.

Staffing includes

1 Director of Public Works, 1 Deputy Director of Operations, 1 Foreman, 11 full-time general maintenance employees, 2 full-time mechanics, 3 part-time custodial staff, four part-time transfer station attendants and summer temporary employees as needed.

Director of Public Works Position Summary

Under the general direction of the Town Manager; the Director plans, organizes, and supervises the activities of the Public Works Department. Responsible for personnel, grant writing, preparing and managing the departmental budget, and administers contracts. Cooperates with State and Federal agencies to ensure compliance with regulations. Creates ten-year projections for Public Works Department.

Examples of Duties:

- Plans, coordinates, and evaluates the operation of the Department.
- Administers operating and Capital Improvement budgets totaling \$3.5 million annually.
- Hires, supervises, trains, and evaluates personnel.
- Meets with elected or appointed officials, law enforcement officials, business and community members, and the general public on all aspects of the Public Works Department.
- Oversee operation of extensive recycling program and facility.

Characteristics of the Ideal Candidate

- Public Works expert and leader who can inspire respect from employees and community
- Ability to work in a small community and become an important part of community
- Knowledge of the maintenance and construction of public works projects
- Ability to prepare bid specifications for public works equipment, materials and supplies
- Knowledge of municipal public works and municipal budgeting
- Grant writing and implementation experience

Challenges and Opportunities

- Comprehensive Capital Improvement Plan
- Balance increased demand on public infrastructure with the resources
- Well designed and maintained town facilities and properties
- Integration of new technologies and management practices
- Extensive recycling program

Qualifications

The qualifications required would generally be acquired with a Bachelor's Degree in Civil Engineering or related field and five years increasingly responsible work in public works administration, construction and maintenance activities including three years in a supervisory capacity; OR an equivalent combination of experience and training.

Compensation and Application Process

The starting salary for this position is between \$88,923 - \$ 108,188 depending on qualifications & experience - with an excellent benefits package:

For more information see the Town of Granby web site:

www.granby-ct.gov

Granby is an EOE/AA/Equal Access Employer

Please complete application (found on web site) and send resume by 12:30 p.m. on September 26, 2014 to address below.

**Town of Granby
Director of Human Services
15 North Granby Road
Granby, CT 06035
Email to: [kkiebas@granby-ct.gov](mailto:kkielbasa@granby-ct.gov)
Fax: 860-844-8848
Call: 860-844-5351**

For more information contact Ms. KerryAnn Kielbasa

